

## The Equipment Replacement Process using the Army Food Service Management Information System (AFMIS)

“Making the system work for you”  
A Step-by-Step Process

### LESSON 1 – Adding “New” Equipment to AFMIS.

#### Step One: (Beginning the Process)

The Equipment Replacement process begins with the Dining Facility Manager or Food Operations Sergeant (FOS). It is important that the FOS coordinates his or her efforts when obtaining equipment information. Information can be gathered from either one of the following sources: from the Data Plate on the equipment, from the Hand Receipt, from Supply, from the Property Book Officer (PBO), or from the Directorate of Engineering Logistics (DEL).

- When equipment is received by the dining facility, and signed for by the FOS, it should be annotated on DA Form 3988. All pertinent information that is available at that time should be recorded on this form, such as, the nomenclature, serial number, the National Stock Number (NSN) if available, life expectancy if available, and the Item Description.
- DA Form 3988 is then forwarded to the Food Program Manager (FPM) in accordance with AR 30-22 (within 5 working days) and upon completion of one of the situations presented below.

The **FIRST** step to the AFMIS Equipment Replacement process and prior to sending DA 3988 forward, is for the FOS to verify that equipment information **CAN BE** entered into the system by,

- 1) Accessing the Equipment Replacement Menu,
- 2) Selecting Update Equipment Inventory,
- 3) Viewing Other Equipment for a listing of available Line Item Numbers (LIN), if needed, or
- 4) Selecting Electrical or Mechanical Equipment, and
- 5) Selecting Add or Modify Equipment Records.

To verify electrical or mechanical equipment can be entered in, the FOS should LEAVE THE SERIAL NUMBER BLANK, and select enter. Enter in the equipment's NSN if available. If a NSN has been assigned to a LIN by the FPM, and is currently on CTA 50-909, information will fill in on the screen, such as, LIN, Nomenclature, and Life Expectancy. If a NSN cannot be entered in, leave this area blank and enter in the LIN if available. If the LIN is accepted, then equipment CAN LATER BE entered into AFMIS.

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Once the FOS has verified that the system will accept either a NSN or a LIN, they **MUST SELECT DELETE to abort the process: DO NOT hit the Escape Key!!!**

With information gathered from the process above, the FOS should forward DA Form 3988 in accordance with one of the following situations:

**Situation 1:** No Line Item Number listed under the Other Equipment section. Attach a memorandum to DA Form 3988 indicating equipment not listed on the system. The Food Program Manager must coordinate with the Army Center of Excellence, Subsistence (ACES), Facility and Equipment Division (FED) to have this equipment added to CTA 50-909. Once the LIN is added to CTA 50-909, the FOS can enter in the “Number in Facility”. Check status quarterly and continue to use DA Form 3988 until equipment can be entered.

**Situation 2:** CANNOT enter in a National Stock Number, but CAN enter in a Line Item Number. Attach a memorandum to DA Form 3988 indicating the NSN that cannot be entered in. The Food Program Manager must assign a NSN to the LIN. Once assigned, the FOS can enter in equipment by NSN. (**Note:** Entering in equipment by NSN will ensure the equipment is initially assigned the appropriate Life Expectancy.) Check status at the end of the required 5 working days to ensure the FPM assigned the NSN.

**Situation 3:** CANNOT enter in a Line Item Number. Attach a memorandum to DA Form 3988 indicating equipment that cannot be entered into the system (LIN). The Food Program Manager must coordinate with the Army Center of Excellence, Subsistence (ACES), Facility and Equipment Division (FED) to have the LIN added to CTA 50-909. Once the LIN is added to CTA 50-909, the FOS can enter in the equipment into AFMIS. Check status quarterly and continue to use DA Form 3988 until equipment can be entered. (**Note:** This process may take time.)

**Situation 4:** CAN enter in BOTH the NSN and the LIN. The system’s CTA 50-909 is setup and up-to-date: Enter equipment into AFMIS by NSN. (Refer to lesson 4 for DFO processes.) Complete DA Form 3988, attach a memorandum stating that equipment has been entered in, and forward to the FPM in accordance with AR 30-22.

**NOTE:** It is to the Food Program Manager’s advantage when dining facilities are able to enter in their equipment records into the system. There are various budget reports and a budget worksheet available in the IFA module that will simplify the FPM’s budgeting tasks, but **ONLY** if, dining facilities can enter in their equipment into the system. So it is important that the FPM coordinates his or her efforts when situations 1 and 3 above are encountered by a dining facility.

**Step Two: (Verify Equipment Information using the U.S. Army Force Management Support Agency Website - WebTAADS)**

Prior to accessing AFMIS and making any changes or additions to equipment, the Food Program Manager may wish to **verify** equipment information received by the dining facility on DA Form 3988 is currently in CTA 50-909, and that it is correct. This can be accomplished by accessing the Force Management System website and registering for an account with WebTAADS.

All personnel involved with equipment replacement requiring CTA 50-909 referencing are encouraged to register for access to this web tool. The example screens below provided provide an overview of WebTAADS:

Access the Force Management Website at: <https://webtaads.belvoir.army.mil/usafmsa/>



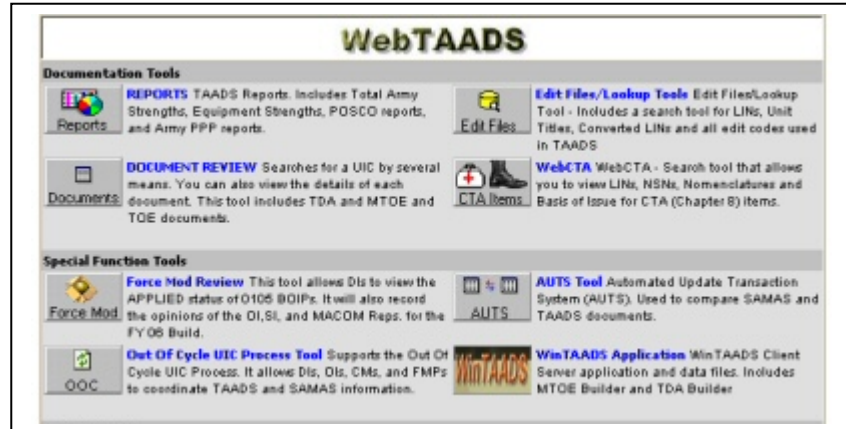
(Force Management Home Page)

Select the WebTAADS link. On the next page, Request an Account. (Or Login.)



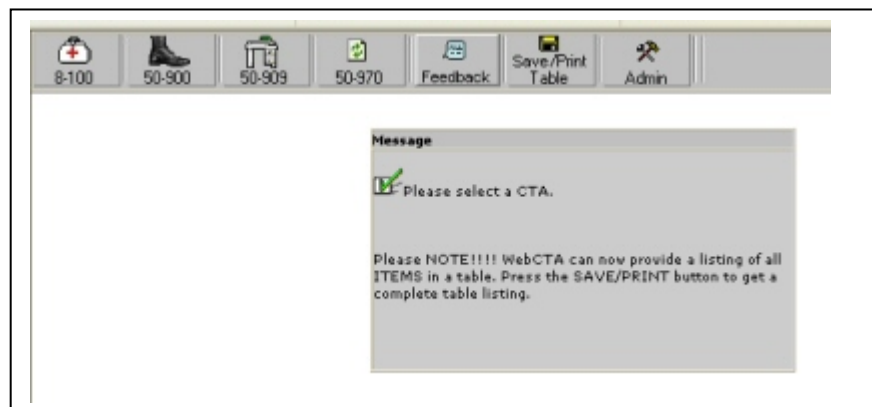
(WebTAADS Login/Registration Page)

After registering for an account and logging in, the WebTAADS Tools page is displayed:



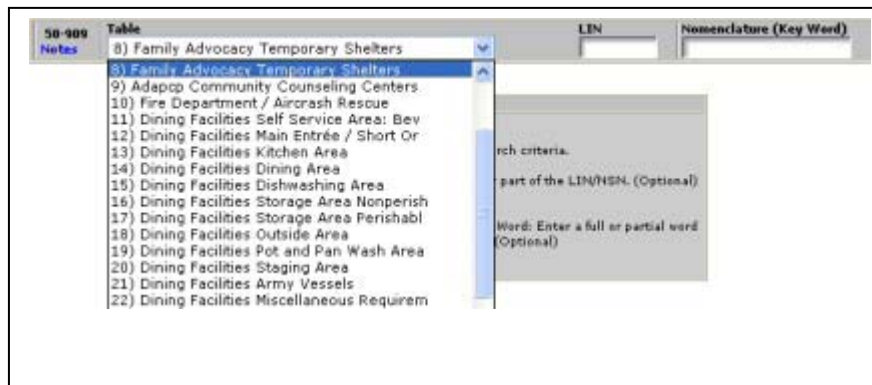
(WebTAADS Tools Page)

Click on the CTA Items button. The next page will provide several options for CTA Items review. To view items currently in CTA 50-909, select the 50-909 Button:



(Select CTA Page)

Select the dropdown list and choose a dining facility area to view:



(Select Dining Facility Area)

**Note:** You can also search by LIN or Nomenclature if known.

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The next page will display all current Line Item Numbers (LIN) and its associated Nomenclature for the area selected:

50-999	Table	LIN	Nomenclature (Key Word)
Notes	13) Dining Facilities Kitchen Area		
Item Listing for CTA(50-999) Table(13) LIN() Nomenclature()			
LIN	Nomenclature		
91912N	COOKER STEAM: VERTICAL GAS HEATED (NSH 7310-01-031-0888) (0786)		
95157N	MEAT SLICING MACHINE: ELEC TABLE TYPE MAN FED 40 SLICES PER MIN		
96147N	OVEN MICROWAVE: COMMERCIAL TYPE SIZE AA 500-600-700 WATTS		
99657N	VEGETABLE CUTTING AND SLICING MACHINE: ELECT TYPE 2 (USED WITH LIN U94400)		
B12331	BOWL FOOD MIXING: W/O COVER		
C09640	COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP		
C09940	COOKER STEAM: ELEC SELF-CONTAINED		
C10060	COOKER STEAM: STEAM HEATED SINGL OR MULTI-COMPARTMNT OPTNL CAPAC		
C14929	COOKER STEAM: GAS LIQUID PETROLEUM/NATURAL SELF-CONTAINED STM GEN (0686)		
C45066	CABINET DOUGH PROOFING: W/HUMID 24 1/2 W 34D 78H 18 PAN CAP		
D20107	DISPENSER PANCAKE: ALUM/SS PORT CONTR HOPPER MULT DIAL SETTINGS		
F84071	FOOD CUTTING AND MIXING MACHINE: CUT AND MIX SIMULTANEOUSLY		
G38685	DOUGH DIVIDER ROLL HAND OPERATED: 21W 18D 26H IN TYPE 1		
G38822	DOUGH DIVIDING AND ROUNDING MACHINE ROLL: TYPE II		
G41699	DOUGH ROLLING MACHINE PIE: ELECTRIC FLOOR MTD		
H47424	FILTER COOKING OIL: 50 LB CAPACITY W/COMPOUND CASTER MOUNTED TY 2		
H63823	FOOD CUTTER ELEC: W/HUB AND ATTACHMENTS BENCH OR TABLE MOUNTED		
H83825	FOOD CUTTER ELEC: W/O HUB AND ATTACHMENTS BENCH OR TABLE MOUNTED		

(LIN and Nomenclature Listing)

To view authorizations and allowances by Basis of Issue, click on the LIN number:

CTA:50-999		Items:J0359T									
Table Number:13		Table Name:Dining Facilities Kitchen Area									
Item	Nomen./Basis Of Issue	Unit	Fac. Design	Fac. Design	Fac. Design	Fac. Design	Fac. Design	Fac. Design	Fac. Design	Fac. Design	Fac. Design
		Of	40	81	151	251	401	651	1001	1501	2001
		Notes	Issue	80	150	250	400	650	1000	1500	2000
J0359T	FRYER DEEP FAT: ELECTRIC STAND MODEL 60 LB CAP W/CASTERS	EA									
	-PER KITCHEN AREA (A) (D)		1	2	2	-	-	-	-	-	-
	-PER KITCHEN AREA (E)		-	2	2	-	-	-	-	-	-
	-PER KITCHEN AREA (F)		-	-	2	-	-	-	-	-	-
OR											
J04180	FRYER DEEP FAT: GAS LIQUID PETROLEUM/NATURAL W/QUICK DISCONNECT	EA									
	-PER KITCHEN AREA (A) (D)		1	2	2	-	-	-	-	-	-
	-PER KITCHEN AREA (E)		-	2	2	-	-	-	-	-	-
	-PER KITCHEN AREA (F)		-	-	2	-	-	-	-	-	-
OR											
J03380	FRYER DEEP FAT: ELECTRIC FLOOR MOUNTED 60 LB CAP PER HOUR	EA									
	-PER KITCHEN AREA (A) (D)		1	2	2	-	-	-	-	-	-
	-PER KITCHEN AREA (E)		-	2	2	-	-	-	-	-	-
	-PER KITCHEN AREA (F)		-	-	2	-	-	-	-	-	-

(Equipment Allowances)

**Note:** The Food Program Manager may find many other uses for CTA tools on the WebTAADS site not presented in this lesson.

### **Step Three: (Access to Equipment Records)**

Once the FPM has received DA Form 3988 and attachments indicating the dining facilities situation, he or she can then move on to the next step of the Equipment Replacement Process in AFMIS.

The FPM begins by first verifying that dining facilities can enter in and save equipment records. This is accomplished by ensuring ACCESS to records is correctly set up:

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance Menu (option A).
- The next selection you will make is Equipment Record Access (option D). This screen displays two options. To print a list of all dining facilities on the installation, you would select Print On-Line Tenant Report (option B). This report will give you a list of all Dining Facilities (in the system) and their associated Building Numbers.
- To add or update any information on this list, you would select Update Access to Equipment Records (option A). This screen displays the Dining Facilities Name, it's Activity Code, and it's Building Number. The Building Number is displayed in the "Old" column. If a building number is present in this column, then that dining facility has access and can save equipment. If a building number is not present, then you will have to assign one.
- If a dining facility is NOT listed by name and activity code, then you must coordinate with the Systems Administrator to ensure a Dining Facility Account has been established. Once established, you will need to associate a building number with the dining facility.

A dining facility **MUST** have a building number associated with it. Equipment records are saved using the dining facilities building number. Dining Facilities that have NO building number associated with it are still able to enter in equipment; HOWEVER, the equipment they enter is saved to a file that has no building number. This can cause difficulties when a dining facility tries to access their records – they will not be able to retrieve them. You may encounter statements such as: "I know I entered in the equipment, but it's gone", or, "When I try to bring up my equipment, I keep getting an error message." Should this occur, either 1) enter in the dining facilities building number in the "New" section, or 2) contact the Systems Administrator (SA). The SA can manually add building numbers to equipment records on the database; however, they will need ALL pertinent information.

### **Step Four: (Adding National Stock Numbers and Life Expectancies)**

Once the FPM has verified that all dining facilities on the installation have a building number associated with them, he or she must ensure dining facilities can enter in equipment records by a National Stock Number (NSN).

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Again, the FPM should receive a DA Form 3988 for new equipment within 5 working days. Attached to DA Form 3988 should also be a memorandum explaining situations encountered by the dining facility when attempting to enter in their equipment. (Step 1 above)

The FPM may wish to print the NSN Catalog Report (Equipment Reports Option) prior to adding or updating NSNs. This report will list ALL Line Item Numbers and associated NSNs currently in AFMIS.

National Stock Numbers must be associated with each Line Item Number on the system for budgeting purposes, and to ensure dining facilities can enter and identify each type of equipment they have in their facility:

- From the IFA Options Screen select Equipment Replacement Process (option E).
- Next, select File Maintenance (option A).
- Next, select NSN / Life Expectancy (option A) to begin entering in or updating NSNs for each Line Item Number.
- Enter in the LIN that you wish to work on and press enter. The Item Name will appear along with any associated NSNs and Life Expectancies.
- Enter in the associated NSNs and press enter.
- Enter in the equipment's Life Expectancy.
- Continue the process until ALL NSNs and Life Expectancies are entered.
- Press Escape when finished.

A National Stock Number and its Life Expectancy are entered for each type, or model, of equipment associated with the LIN. Once entered, the Food Operations Sergeant can access and enter in records for the type of equipment they have in their facility.

When a dining facility enters "new" records through the DFO module using a NSN, the Life Expectancy is filled in for them. Entering in records by LIN will leave this area blank, requiring the FOS to enter it in. To ensure equipment and budget records are accurate, it is important that NSNs and Life Expectancies are assigned when established.

**Note:** If a NSN/Life Expectancy is added or updated AFTER dining facility equipment is entered, only the NSN will update when the FOS enters the new NSN: the Life Expectancy entry will not change from a previous entry: the FOS will have to manually update this entry.

In the next Lesson, Lesson 2, we will discuss the processes that aide the Food Program Manager in budgeting for equipment replacement on the installation and the processes that will ensure dining facility records are accurate prior to budgeting.